



NaviPlan Extended Online/Offline Client Reports Participant Guide

USA version 10.2

EISI, Winnipeg

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Financial Needs Assessment

When should you use it?

- At the beginning of a client relationship
- To provide an annual update
- In the Financial Assessment and Level 1 and 2 Plans

Why should you use it?

- It's a short, high-level summary
- It shows the current situation only
- It engages and commits the clients

Preliminary Analysis

When should you use it?

- At the beginning of a client relationship
- To provide an annual update
- In Level 1 and 2 Plans

Why should you use it?

- It's ideal for analytical clients
- It's a short, high-level summary
- It shows the current situation only
- It engages and commits the clients

Comparative Analysis

When should you use it?

- To present two alternatives
- When the client is indecisive
- In a Level 2 Plan

Why should you use it?

- It involves two plans or assessments
- It's a summarized side-by-side comparison

Financial Needs Summary

When should you use it?

- When the recommended plan has been finalized
- For the final presentation to the client
- In Level 1 and 2 Plans

Why should you use it?

- It contains the current plan compared to proposed plan
- It displays a detailed overview

Entering user-defined text

User Defined Text NPE Level 2 [Back](#) [Next](#)

User Defined Text Calculators | Tools

User Defined Text Summary

Asset Allocation

Enter client specific goals to personalize the client reports.

Objectives

Description	Details	Delete	Up	Down

Display new entry row(s)

Enter client specific recommendations to personalize the client reports.

Recommendations

Description	Details	Delete	Up	Down

Display new entry row(s)

Enter the steps involved in implementing the plan.

Action Plan

Description	Details	Delete	Up	Down

Display new entry row(s)

Figure 3: Results section – User Defined Text category – User Defined Text page

HANDS-ON EXERCISES

Exercises

The following exercises have been designed specifically for this module and assume that you are working with the original data in the Core and Elective Base plan. Before starting the exercises, duplicate the Core and Elective Base plan, rename the duplicate with a meaningful name (e.g., Client reports training), and then use it to complete the exercises below.

To find the answers, see "Answers to client reports" on page 12.

Exercise 1: Compare client reports

- 1. Match the description with the correct client report.

Table with 3 columns: Description, Match, Client report. It lists five descriptions of client reports and their corresponding titles: A. Financial Needs Assessment, B. Preliminary Analysis, C. Comparative Analysis, D. Financial Needs Summary, and E. Comprehensive Analysis.

Exercise 2: Modify client reports

In NaviPlan Extended Offline, you can place your company image, logo, or graphic in client reports. This exercise will test your knowledge on the specifics of inserting your own company image, logo, or graphic in client reports.

Note: For NaviPlan Central users, your subscription includes an Offline format.

- 1. Where in NaviPlan must you go to specify your company image/logo/graphic?

Hint: Navigate to the Home section.

Two horizontal lines for writing the answer.

HANDS-ON EXERCISES

2. Which of the following images/logos/graphics are supported in NaviPlan Extended?
 - a) JPG, BMP, WMF
 - b) BMP, WME, RTF
 - c) BMP, WMF, GIF
 - d) JPG, BMP, RTF

3. Go to the **Results** section – **User Defined Text** category – **User Defined Text** page. Select the report section named **Estate Planning** from the *User Defined Text Summary* list.

4. Add your own customized text for the **Retirement Goal** in each one of the following sections:

Hint: Click the **Details** button to add text, and change the format, etc.

- *Objectives*
- *Recommendations*
- *Action Plan*

5. In this exercise, you will create a hypothetical report template for the *Comprehensive Analysis* client report.

Select the **Core and Elective Base** plan as the **Current Plan** and the **Retirement and Life Insurance** plan as the **Proposed Plan**. Create a template, by selecting the **Retirement** and **Action Plan** sections. Remember, the more sections you include, the longer the report will take to generate.

Hint: To help identify which templates belong to which client reports and to minimize the chances of deleting the wrong template, indicate the client report name in the template name.

6. Save this template with a unique name, for example, *Comprehensive – Retirement Goal*.

Exercise 3: Generate the Comprehensive Analysis client report

To find the answers, see “Answers to client reports” on page 12.

This exercise will guide you and help you generate the *Comprehensive Analysis* client report using the template and user-defined text you have just created.

1. Using the template that you just created, generate the *Comprehensive Analysis* client report.
2. When the client report opens, which default sections are included at the beginning of the report?

3. Where does the user-defined text appear in the client report?

4. Analyze the specific sections you selected. What would you add or change? How would you present this to your client?

Exercise 4: Supporting stand-alone reports and graphs

1. Reports and graphs found in the client reports can be generated individually from the *Results* section – *Additional Reports* or *Graphs* categories. Is this statement true or false?
 - a) True
 - b) False
2. How many individual estate planning reports can be generated to support the information found in the *Estate Planning* section of the client reports?
 - a) 0–10
 - b) 11–20
 - c) 21–30
 - d) More than 30

Conclusion

This module has enabled you to

- Compare all client reports
- Modify client reports
- Interpret the *Comprehensive Analysis* client report
- Identify supporting stand-alone reports and graphs

Answers to client reports

Exercise 1: Compare client reports

1. Match the description with the correct client report.

Description	Match
1. Final presentation to the clients that compares the current plan to the proposed plan.	D. <i>Financial Needs Summary</i>
2. Compares two alternative plans to help the clients make a decision that is most suitable based on their preferences.	C. <i>Comparative Analysis</i>
3. Final presentation to the clients that compares the current plan to the proposed plan. It can be up to 250 pages long.	E. <i>Comprehensive Analysis</i>
4. A short and quick overview of the current financial situation that engages the clients to take action.	A. <i>Financial Needs Assessment</i>
5. A more detailed overview of the current financial situation that engages the clients to take action.	B. <i>Preliminary Analysis</i>

Exercise 2: Modify client reports

1. Go to the **Home** section – **User Preferences** category – **General** page – **Edit User Preferences** button – **Logo** field to specify your company image/logo/graphic.
2. b) BMP, WMF, and RTF file types are supported for images/logos/graphics in NaviPlan Extended.

Exercise 3: Generate the Comprehensive Analysis client report

2. When the client report opens, the *Disclaimer*, *Important Terminology*, *Introduction*, and *Tax Considerations* sections are at the beginning of the report.
3. The *Objectives* user-defined text appears at the beginning of a section, the *Recommendations* user-defined text appears at the end of a section, and the *Action Plan* user-defined text appears in the *Action Plan* section.
4. Answers will vary.

Exercise 4: Supporting stand-alone reports and graphs

1. a) True. Reports and graphs found in the client reports can be generated individually from the *Results* section – *Additional Reports* or *Graphs* categories.
2. d) More than 30 (approximately 37 total) individual estate planning reports can be generated to support the information found in the *Estate Planning* section of the client reports.

